

R&TS Action Item D4: Support Leadership Council for Interaction W/other FHWA Offices, Customers, and Partners

Champion / Project Lead: John McCracken/John McCracken

- (1) **TITLE:** SUPPORT LC FOR INTERACTION W/OTHER FHWA OFFICES, CUSTOMERS, AND PARTNERS- -
- (2) **DESCRIPTION OF INITIATIVE:** HRTS will gather appropriate information from all R,D,&T offices to develop an informational presentation. This effort will provide an consistent package to be used for outreach to our customers.
- (3) **IMPORTANCE / SIGNIFICANCE OF INITIATIVE:** The restructuring of FHWA has resulted in the realignment of responsibilities of the former AA for Research and Development into the Office of Research ,Development and Technonlogy. This effort will aid in providing a better understanding of RD&T’s responsibilities and capabilities
- (4) **PRODUCT / OUTPUT:** A multimedia presentation using Corel Presentations with a script.
- (5) **CUSTOMERS:** Internal and external customers, including FHWA, States, Local Government, academic institutions, press.
- (6) **PARTNERS:** RD&T teams
- (7) **COSTS:** No direct expenses anticipated beyond professional and administrative support staff time.
- (8) **SCHEDULE:**

Tasks	Month / Year:	1/00	2/00	3/00
1. Collect existing information for presentation		■		
2. Prepare draft Presentation Material			■	
3. Review Draft Presentation				
4. Finalize Presentation				■
5. Distribute Presentation Material to Leadership Council				